



**RAFFLES
UNIVERSITY**

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
RAFFLES UNIVERSITY
B.A (General)
Fundamentals of Information Technology (PS-101)
Semester- 1st
w.e.f.
Session 2022-23**

Name of Instructor:	Dr Mahfooz Alam	
Course Title:	Fundamentals of Information Technology	
Course No.:	SEC1B	
Credit:	02	
Course Category:	Ability Enhancement	
Type of Course:	Theory and Practical	
Course Assessment:	Self-Assessment	20%
	Mid-Term	20%
	End-term	60%
Course Objective	To Understand the fundamentals of Information technology, and core concepts of computing and modern system. Understand modern software program and packages. Moreover, learn about upcoming IT and ICT technologies.	
Course Outcomes	After completing the course, the students will be able: a) To explain the information systems and its types and application. b) To explain the number systems and components of computer. c) To explain and use various operating system and utility of software. d) To explain and use different types of networks, Emails etc.	

SYLLABUS

Unit-I:

Introduction of IT, Advantage and Impact of IT, Introduction to Computer Hardware, Software and firmware. Evolution, History, Generation and types of Computer Number Systems and data representation; Functional Components, Memories and Storage Media Types and Technologies.

Unit-II:

Computer Software: System Software, Application Software, GUIs, Office Suits, Introduction to Operating System: Functions/Services, Types, Properties, Popular OS: DOS, Windows, IOS, Linux and Mobile OS etc., Concept of Programming, Classification of Programming Languages, Language Translator, Introduction to Multimedia and Utility software: Working with Images, recording and editing Audios and Videos, Handling Portable Document Formats, Compressing and extracting files, Handling optical media etc., Protecting Computer systems

Unit-III:

Introduction to Information and Communication Technology (ICT): basic Ideas of Computer Networks: PAN, Lan, MAN, WAN etc., Wired and Wireless Networks and technologies, Internet technologies, Introduction to Networkkking devices, Client Server and Distributed Computing, Cellular technology: 2G/3G/4G/5G and upcoming generations, Emails: Client-Based and Web based email, World Wide Web, Search Engines, Internet browsing, Web Hosting, Social Media: Major types of Websites, wikis, Social Networking, Creating and Hosting blogs, Internet Service Providers., Managing ICTs in organization.

Unit-IV:

Using MS-Office Suites: MS- Word, MS-Power, MS- Excel, MS-Access.

Reading List:

1. Efraim Turban, R. Kelly Rainer E. Potter, “*Introduction to Information Technology*”, John Willey & Sons
2. Williams Sawyer, “*Using Information Technology*”, TMH
3. Dr Mohd Ubaidullah Bokhari, et.al, “*Fundamentals of Information Technology*”, Dhanpal Rai Publications.
4. P.K Sinha and Preeti Sinha, “*Computer Fundamentals*”, B.P.B
5. V. Rajaram, *Introduction to Information Technology*, PHI.